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OCD
20 July 1949

Executive Assistant Director, OCD

Administrative Assistant, OCD

Proposed Changes in Courier and Messenger Service.

REFERENCE: Memorandum dated 14 July 1949 from Chief, Central Mail to Management Officer.

The statement of problems and recommendations set forth in the above reference memo have been reviewed by this office with a feeling of general agreement. There is no doubt that problems do exist in this activity, as you well know. There is equally no doubt that changes must be made for the sake of efficiency and to accommodate new functions expanding activities, and changes in procedure.

The proposal to bring under the direct supervision and control of the Mail and Courier Section, all Messenger positions in the Agency is sound and feasible. This step will result in a more expeditious inter-office mail service and will localize responsibility in its proper organizational setting. The recommendation to schedule 45 minute pick-up and delivery service for Office Registries would prove to be of great assistance to all users. However, this commitment would be contingent upon the transfer of personnel referred to in the subject memorandum. The use of time stamps on material, together with strict adherence to instructions for the use of chain envelopes, are both devices which would serve to help make more effective OCD's responsibility in providing an Agency wide physical communication system.

Inasmuch as this office is well acquainted with the problems, potentialities and development of the CIA Mail and Courier Section, and is familiar with the history of events leading to the present situation, [redacted] are prepared to offer any further assistance that may be required in this connection.

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